

## Re-Hire Action

PA40

### Change History

Update the following table as necessary when this document is changed:

Date	Name	Change Description
11/1/04	Marie Dunlap	Per SIR 499, Personal Holiday quota creation upon rehire
11/14/04	Emilie Miller	Edit 1
11/16/04	Emilie Miller	Edit 2
11/30/04	Emilie Miller	Edit 3
11/30/04	Ligaya West	Payroll master data related edits
4/15/05	Kathy Henry	Fixed problems with copied steps; incorporated new standards; added notes related to UP022 & UP033
7/20/05	Kathy Henry	Added boilerplate text for messages
8/15/05	Jenelle Anderson	Inserted formatted messages boilerplate
8/11/06	Lesa Terry	Update benefits and bank details
8/15/06	Chylynn Hansel	Updates for roles
12/31/06	Janet Pasion	Added remove Separation Date from Date Specifications Infotype. (Step 42)
1/29/07	Janet Pasion	Added PAY1 information in the Helpful Hints section.

### Purpose

Use this procedure to re-hire an employee.

### Trigger

Perform this procedure when an employee is to be hired into State employment and they previously worked for the State, but are not currently active.

### Prerequisites

The employee has an assigned personnel number in HRMS.

### Menu Path

Human Resources → Personnel Management → Administration → HR Master Data → Personnel Actions

### Transaction Code

**PA40**

Date	Procedure Update Log
12/31/06	Step 42 added.
1/29/07	PAY1 information added in the Helpful Hints section.
5/14/07	Step 97-102 added for the Earl per RA date

### Helpful Hints










- **PAY1 NOTE:** When entering the employee's eligibility effective date on the A.41 screen, use the same date that the employee was hired on in the HRMS system.  
For example: If the employee's first day is the 2<sup>nd</sup>, then the 2<sup>nd</sup> should be keyed on the A.41 screen in PAY1 when establishing insurance. Another example is that the 1<sup>st</sup> falls on Saturday and the new person starts on Monday the 3<sup>rd</sup>. You will need to key the 3<sup>rd</sup>. If the new employee's start date in PAY1 is prior to the start date in HRMS the record will reject.
- Personal Holiday quotas are only created by the system at the beginning of a year. Employees who are hired after the beginning of the year and are entitled to a Personal Holiday will need to have their quota entered manually. See OLQR procedure [Quota Accrual Generate Manually](#) to lead you through this process.
- This procedure may require hand-offs to other roles (payroll processor and /or benefits processor) depending on the structure of your agency and your role at your agency.
- It is critical if a hand-off is made to another role, that the transaction code **PA40** is used and the "execute into infogroup" process is used. This is explained further in this procedure. Using **PA40** will ensure that all required infotypes are completed.

**Title: Re-Hire Action**  
**Processes :**  
**Sub-Processes :**

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HRMS Training Documents

- The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

Message Type	Description
<b>Error</b> 	<b>Example:</b>  Make an entry in all required fields. <b>Action:</b> Fix the problem(s) and then click  (Enter) to proceed.
<b>Warning</b> 	<b>Example:</b>  Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. <b>Action:</b> If an action is required, perform the action. Otherwise, click  (Enter) to proceed.
<b>Confirmation</b>  or 	<b>Example:</b>  Save your entries. <b>Action:</b> Perform the required action to proceed.

## Procedure

1. Start the transaction using the above menu path or transaction code **PA40**.

### Personnel Actions


2. Complete the following fields:

Field Name	R/O/C	Description
Personnel no.	R	The employee's unique identifying number <b>Example:</b> 2000411

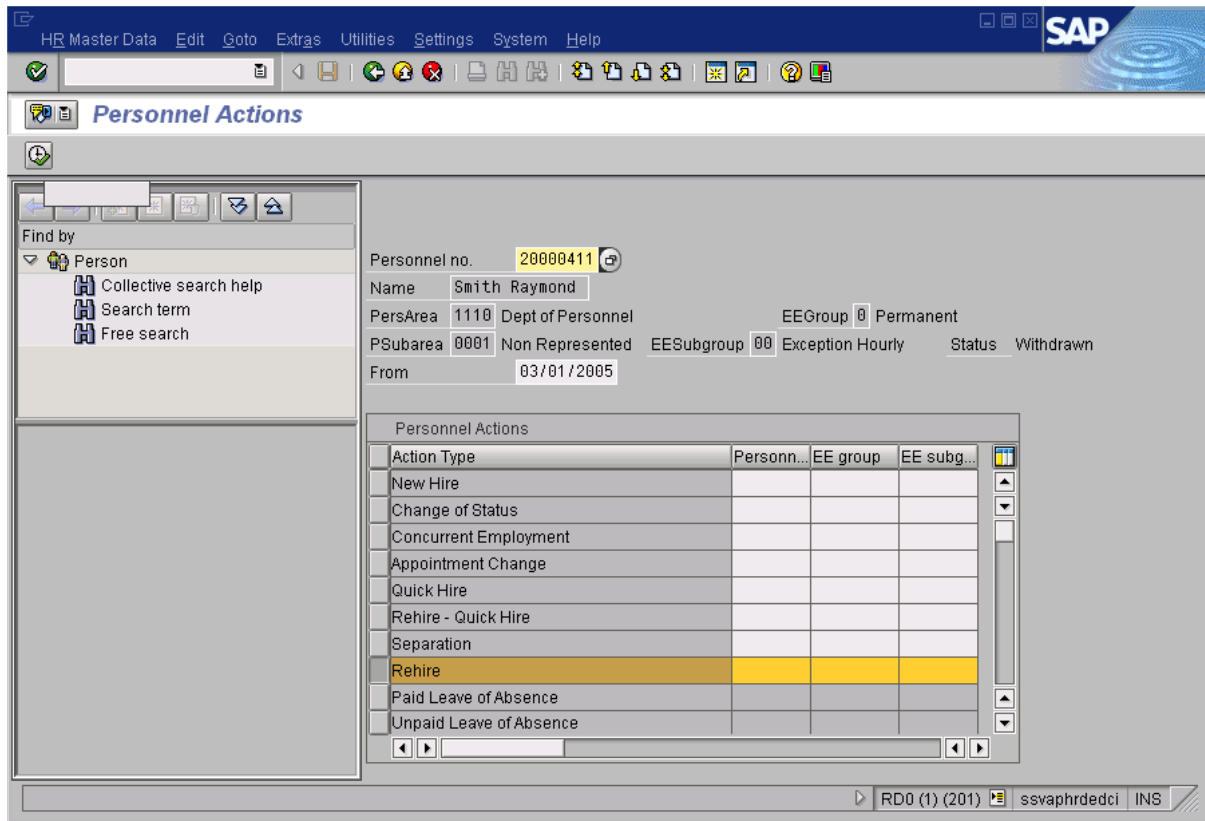
3. As required, complete/review the following fields:

If	Go To
You are the <b>Personnel Administration Processor</b>	<a href="#">Step 4</a>
You are the <b>Payroll Processor</b>	<a href="#">Step 53</a>
You are the <b>Benefits Processor</b>	<a href="#">Step 76</a>

4. Complete the following fields:

Field Name	R/O/C	Description
From	R	<p>The effective of the action.</p> <p> Only enter the <i>From</i> date if you are the <b>Personnel Processor</b> initiating the appointment change action.</p> <p><b>Example:</b>      3/1/05</p>

## Personnel Actions





The screenshot shows the SAP Personnel Actions screen. The top menu bar includes HR Master Data, Edit, Goto, Extras, Utilities, Settings, System, and Help. The SAP logo is in the top right corner. Below the menu bar is a toolbar with various icons. The main area is titled "Personnel Actions". On the left, there is a "Find by" section with a tree view showing "Person" and sub-items: "Collective search help", "Search term", and "Free search". The main data area contains the following fields:

- Personnel no.: 20000411
- Name: Smith Raymond
- PersArea: 1110 Dept of Personnel
- EEGroup: 0 Permanent
- PSubarea: 0001 Non Represented
- EESubgroup: 00 Exception Hourly
- Status: Withdrawn
- From: 03/01/2005

Below these fields is a table titled "Personnel Actions". The table has four columns: Action Type, Personn..., EE group, and EE subg... The rows are:

- New Hire
- Change of Status
- Concurrent Employment
- Appointment Change
- Quick Hire
- Rehire - Quick Hire
- Separation
- Rehire (highlighted in yellow)
- Paid Leave of Absence
- Unpaid Leave of Absence

At the bottom right, there is a status bar showing "RD0 (1) (201)" and "ssvaphrdedci INS".

5. Click the gray box to the left of **Rehire**.
6. Click  (Enter) to validate the information.
7. Click  (Execute) to execute the action.

## Copy Actions (0000)

**Copy Actions (0000)**

Execute info group   Change info group

Pers.No. 20000411  
 Name Smith Raymond  
 PersArea 1118 Dept of Personnel EEGroup 0 Permanent  
 PSubarea 0001 Non Represented EESubgroup 00 Exception Hourly Status Withdrawn  
 Start 03/01/2005 to 12/31/9999

**Personnel action**  
 Action Type Rehire  
 Reason for Action ☒

**Status**  
 Employment Active

**Organizational assignment**  
 Position 60186031 HR Compensation Analyst H  
 Personnel area 1118 Dept of Personnel  
 Employee group 0 Permanent  
 Employee subgroup 00 Exception Hourly

**Additional actions**

Start Date	Act.	Action type	ActR	Reason for acti

RD0 (1) (201) ssvaphrdedci INS

### 8. Complete the following fields:












Field Name	R/O/C	Description
Reason for Action	R	The reason for the rehire action. <b>Example:</b> Probationary Appointment
Position	R	The organizational position to which the employee is assigned. <b>Example:</b> 60186031

**8.1** In the **Reason for Action** field, click  (Matchcode) to open the selection list.

## Reason for Action (1) 22 Entries Found

Reason for Action (1) 22 Entries Found

Restrictions



Action Type: U6  
Name of action type: Rehire

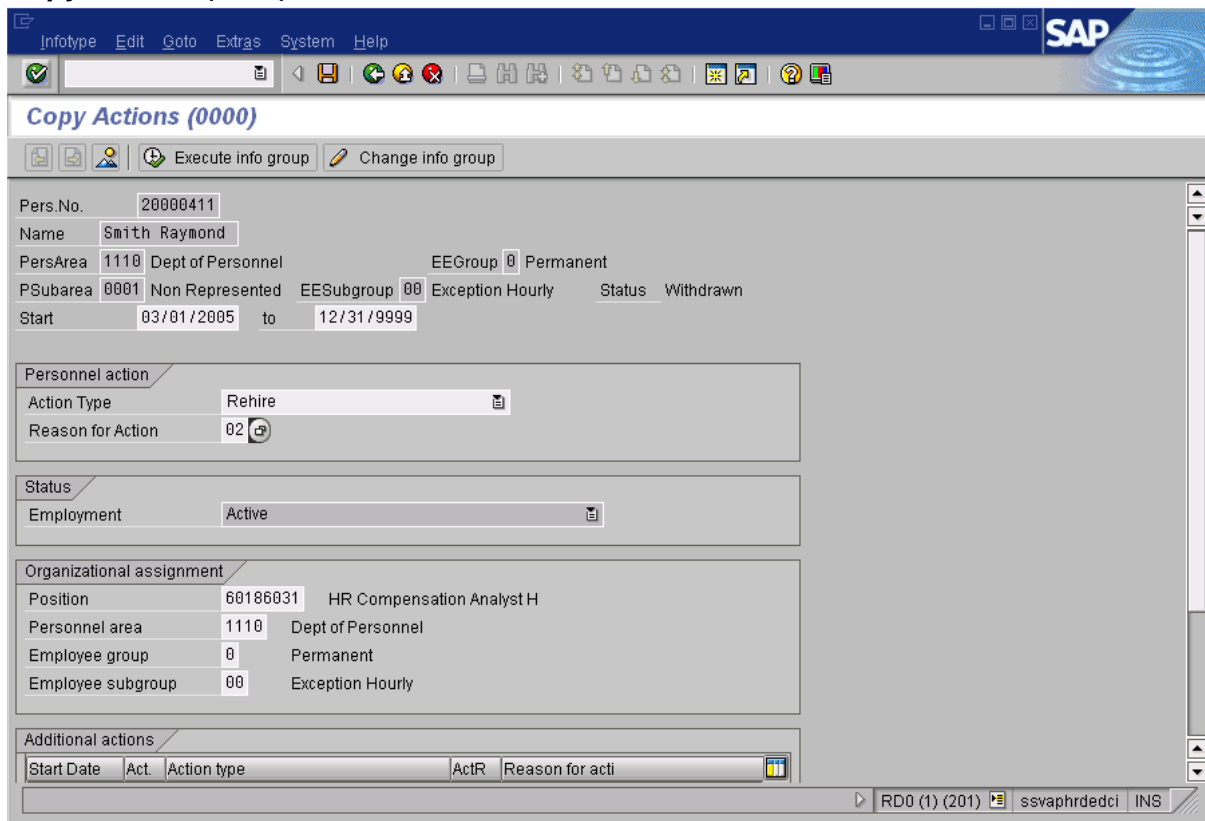
Ac...	Name of reason for action
01	Temporary Appointment
02	Probationary Appointment
03	WMS Acting Apptmt
04	WMS Apptmt With Review
05	WMS Apptmt Without Review
06	Apptmt of Employee Bus. Unit
07	Apptmt of Retiree - PERS 1
08	Apptmt of Retiree-PERS 2 or 3
09	Emergency Appointment
10	Exempt Appointment
11	In-Training Appointment
12	Intermittent Appointment
13	Project Appointment
14	Reapptmt. for Settlement Pay
15	Reemployment
16	Reinstatement
17	Reversion Appointment
18	RIF Appointment
19	Seasonal Appointment
20	Supported Employment Apptmt
21	Volunteer Assignment
22	Work Study Student

22 Entries Found

**8.2** Click the appropriate reason for the rehire.

**8.3** Click  (Copy) to accept.


## Copy Actions (0000)



The screenshot shows the SAP 'Copy Actions (0000)' form. The top bar includes the SAP logo and menu options: Infotype, Edit, Goto, Extras, System, Help. Below the menu is a toolbar with various icons. The main form area is titled 'Copy Actions (0000)' and contains several sections:

- Personnel action:** Includes fields for Pers.No. (20000411), Name (Smith Raymond), PersArea (1118), Dept of Personnel, EEGroup (0), Permanent, PSubarea (0001), Non Represented, EESubgroup (00), Exception Hourly, Status (Withdrawn), and Start (03/01/2005) to (12/31/9999).
- Personnel action:** Includes Action Type (Rehire) and Reason for Action (02).
- Status:** Includes Employment (Active).
- Organizational assignment:** Includes Position (60186031), HR Compensation Analyst H, Personnel area (1118), Dept of Personnel, Employee group (0), Permanent, and Employee subgroup (00), Exception Hourly.
- Additional actions:** Includes a table with columns: Start Date, Act, Action type, ActR, Reason for acti.

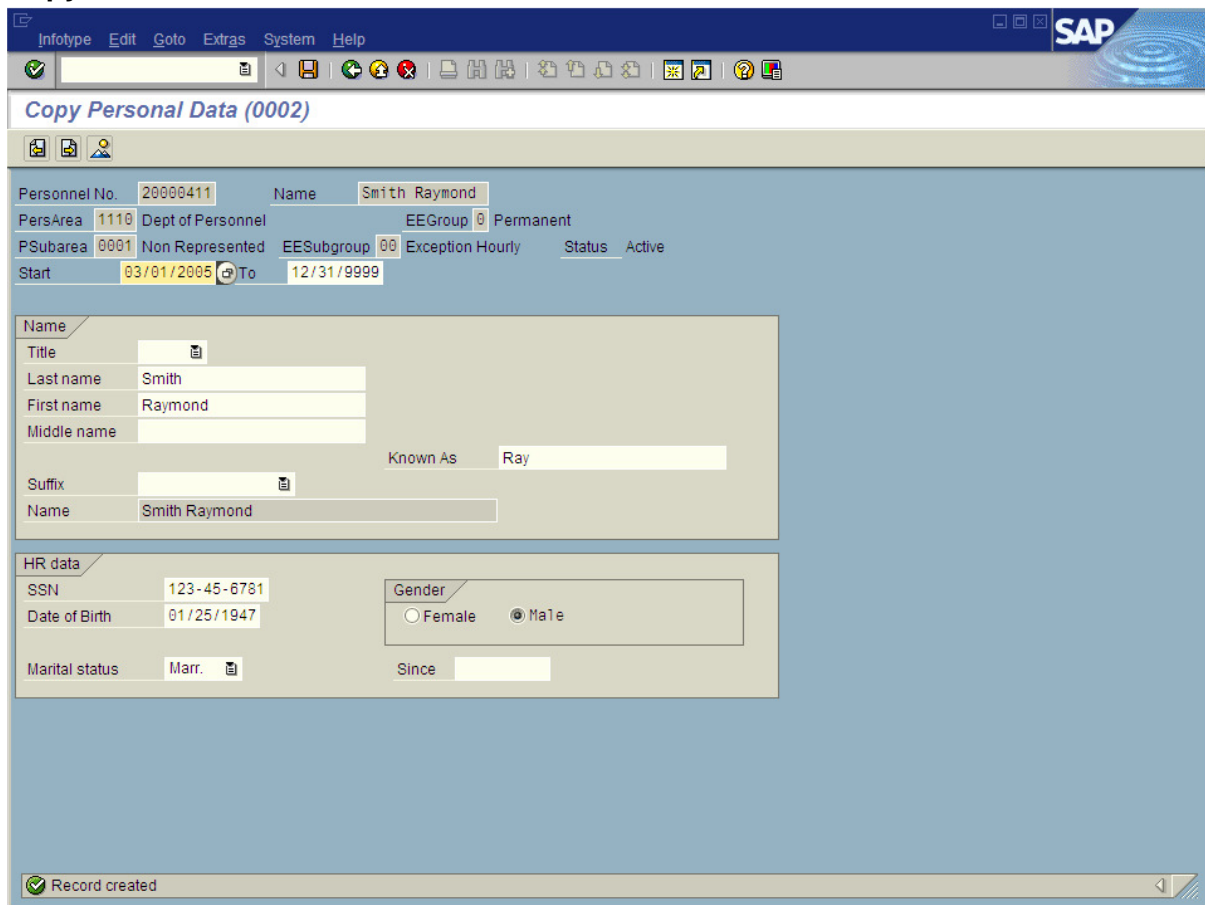
The bottom status bar shows 'RD0 (1) (201)', 'ssvaphrdedci', and 'INS'.

9. Click  (Enter) to validate the information.

10. Click  (Save) to save.



## Copy Personal Data



The screenshot shows the SAP 'Copy Personal Data (0002)' form. The top bar includes the SAP logo and menu options: Infotype, Edit, Goto, Extras, System, and Help. Below the title bar, there is a toolbar with various icons. The main form area contains the following fields:

Personnel No.	20000411	Name	Smith Raymond
PersArea	1110	Dept of Personnel	EEGroup 0 Permanent
PSubarea	0001	Non Represented	EESubgroup 00 Exception Hourly
Status	Active		
Start	03/01/2005	To	12/31/9999

Below the main data fields, there are two sections:



**Name**

Title	
Last name	Smith
First name	Raymond
Middle name	
Suffix	
Known As	Ray
Name	Smith Raymond

**HR data**

SSN	123-45-6781	Gender	<input type="radio"/> Female <input checked="" type="radio"/> Male
Date of Birth	01/25/1947		
Marital status	Marr.	Since	


At the bottom of the form, there is a status bar that reads 'Record created'.

11. Make changes as required.
12. Click  (Enter) to validate the information.
13. Click  (Save) to save.

## Copy Organizational Assignment (0001)

14. Complete the following fields:

Field Name	R/O/C	Description
Contract	R	The employee's appointment status. <b>Example:</b> Probation
Org. key	O	The pay distribution location. <b>Example:</b> 4000
Time	O	The time data administrator is responsible for the employees assigned to him or her. <b>Example:</b> DA

15. Click  (Enter) to validate the information.

16. Click  (Save) to save.





If you are rehiring an employee who did not previously work at your agency, the system may take you back to **Personnel Actions PA40** screen at this point. If it does follow steps **17-23**, if not go to step **24**.


## Personnel Actions

Action Type	Personn...	EE group	EE subg...
New Hire			
Change of Status			
Concurrent Employment			
Appointment Change			
Quick Hire			
Rehire - Quick Hire			
Separation			
Rehire			
Paid Leave of Absence			
Unpaid Leave of Absence			
Return from Leave of Absence			
Group 2 to 1 New Hire/Tnstr			
Group 2 to 1 Rehire/Transfer			
Group 1 to 2 Sep/Tnfrs			
Conversion Correction			

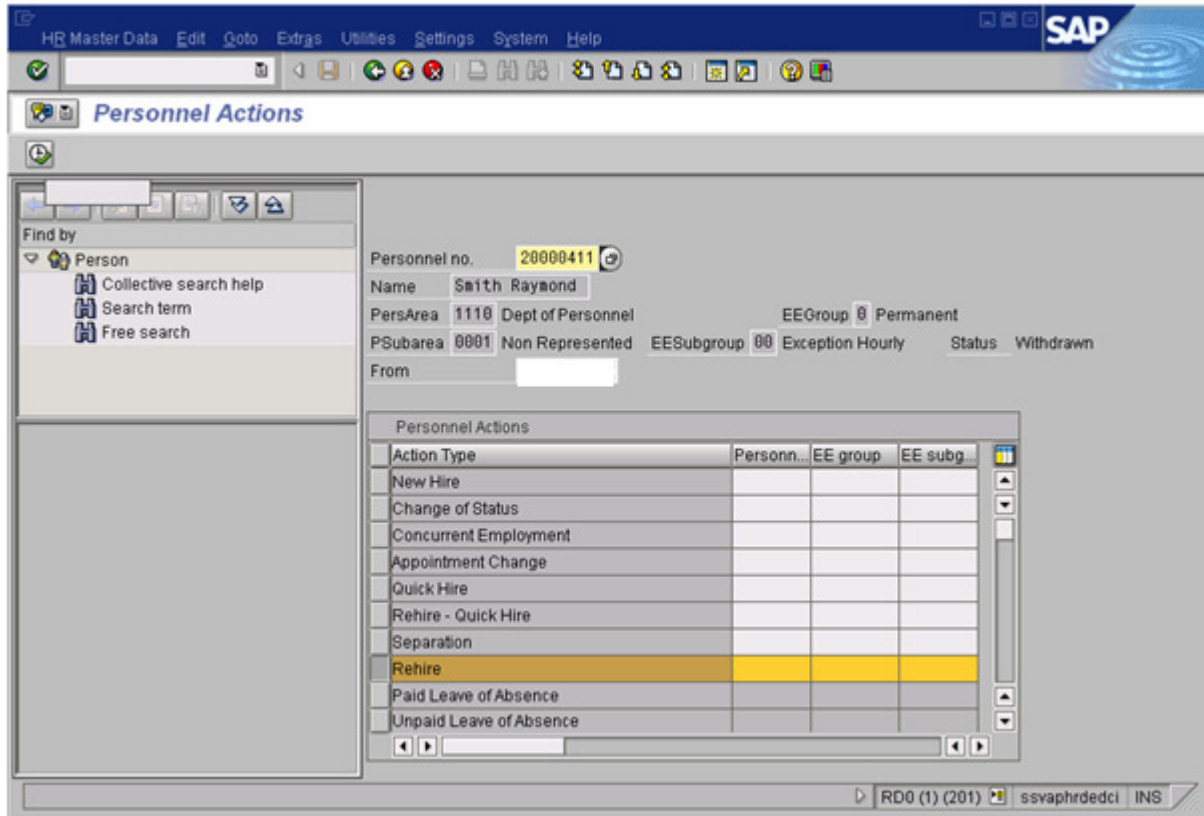
**17.** Enter the employee's personnel number.



**Payroll Processor** –Do not put a “From” date in the field prior to executing the transaction. If you entered a “From” date click  (Back) and delete the date and then click  (Execute).


18. Click  (Enter) to validate the information.

### Personnel Actions



The screenshot shows the SAP Personnel Actions screen. The search criteria are: Personnel no. 20000411, Name Smith Raymond, PersArea 1110, Dept of Personnel, EEGroup 0, Permanent, PSubarea 0001, Non Represented, EESubgroup 00, Exception Hourly, Status Withdrawn. The search results show a list of personnel actions, with 'Rehire' selected. The 'Rehire' action is highlighted in yellow.

Action Type	Personn...	EE group	EE subg...
New Hire			
Change of Status			
Concurrent Employment			
Appointment Change			
Quick Hire			
Rehire - Quick Hire			
Separation			
Rehire			
Paid Leave of Absence			
Unpaid Leave of Absence			

19. Click  (Execute) to start the transaction.

## Actions (0000)

Infotype Edit Goto Extras System Help

**Copy Actions (0000)**

Execute info group Change info group

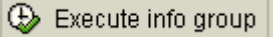

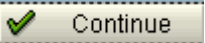


Pers.No. 20000411  
Name Smith Raymond  
PersArea 1110 Dept of Personnel EEGroup 0 Permanent  
PSubarea 0001 Non Represented EESubgroup 00 Exception Hourly Status Withdrawn  
Start 03/01/2005 to 12/31/9999

Personnel action  
Action Type Rehire  
Reason for Action 02

Status  
Employment Active

Organizational assignment  
Position 60166031 HR Compensation Analyst H  
Personnel area 1110 Dept of Personnel  
Employee group 0 Permanent  
Employee subgroup 00 Exception Hourly

Additional actions  
Start Date Act Action type ActR Reason for acti

20. Click .
21. An information pop up box will appear informing you that "This entry will delete a record." Click  (Enter) to continue.
22. An Execute info group pop up box will appear informing you that "Warning: Personnel action infotype not saved with 'execute info group' function!" Click .
-  This infotype was already saved this infotype so it is ok to continue.
23. Click  (Next Record) until you reach *Change Contract Elements* Infotype (0009).

## Change Contract Elements (0016)

Personnel No. 20000411 Name Smith Raymond

PersArea 1110 Dept of Personnel EEGroup 0 Permanent

PSubarea 0001 Non Represented EESubgroup 00 Exception Hourly Status Active

Start 10/30/2004 to 12/31/9999 Chng 04/25/2005 KATHYH

Contractual regulations

Contract type Permanent

Periods


Probationary period 3 Months

Data hidden by screen modifications RD0 (1) (201) ssvaphrdedci INS

24. Make changes as required.



This screen will only appear if the contract changes or the employee has to complete another probationary period.

25. Click  (Enter) to validate the information.

26. Click  (Save) to save.


## Create Monitoring of Tasks (0019)



This screen will only appear if there is a probationary period.

27. Complete the following fields:

Field Name	R/O/C	Description
Reminder Date	O	The date when you want to receive a reminder for this task. <b>Example:</b> 5/25/05
Lead/follow-up time	O	The number of days, weeks, months, or years prior to the event when you want to receive a reminder for this task.

28. Click  (Enter) to validate the information.

29. Click  (Save) to save.

## Copy Addresses (0006)

**Copy Addresses (0006)**

Personnel No. 20000411 Name Smith Raymond

PersArea 1110 Dept of Personnel EEGroup 0 Permanent

PSubarea 0001 Non Represented EESubgroup 00 Exception Hourly Status Active

Start 03/01/2005 to 12/31/9999

**Address**

Address type Permanent residence

Street/House no. 413 Main Street

2nd address line

Postal code / city 98503 Olympia

Country Key USA

Office/region WA Washington



County code 34 Thurston County

Telephone number

**Communication**

Communication 1		
Communication 2		
Communication 3		
Communication 4		

Record created RD0 (1) (201) ssvaphrdedci INS

30. Make changes as required.
31. Click  (Enter) to validate the information.
32. Click  (Save) to save.



## Create Planned Working Time (0007)

**Create Planned Working Time (0007)**

Work schedule

Personnel No. 20000411 Name Smith Raymond  
 PersArea 1110 Dept of Personnel EEGroup 0 Permanent  
 PSubarea 0001 Non Represented EESubgroup 00 Exception Hourly Status Active  
 Start 03/01/2005 To 12/31/9999

**Work schedule rule**

Work schedule rule FULL  
 Time Mgmt status 9 - Time evaluation of planned times  
☐ Part-time employee Additional time ID

**Working time**

Employment percent 100.00 ☐ Dyn. daily work schedule  
 Daily working hours Min. Max.  
 Weekly working hours 0.00 Min. Max.  
 Monthly working hrs 0.00 Min. Max.  
 Annual working hours 0.00 Min. Max.  
 Weekly workdays

33. Complete the following fields:


Field Name	R/O/C	Description
Work schedule rule	R	A description of the duration and composition of employee working time for any given workday. <b>Example:</b> FULL
Time Mgmt status	R	The part of the work schedule that an employee is assigned to and signifies how hours are calculated based on the employee's assigned work schedule. <b>Example:</b> 9 – Time evaluation of planned times

**Title: Re-Hire Action**  
**Processes :**  
**Sub-Processes :**

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HRMS Training Documents

Field Name	R/O/C	Description
Additional time ID	C	The indicator on how employee leave will accrue Enter: <ul style="list-style-type: none"><li>▪ 00 for full normal leave accrual (will default if to normal if field is left blank).</li><li>▪ 01 for NO leave accrual</li><li>▪ 02 for sick leave accrual only</li></ul>
Employment percent	O	The amount of time that an employee works per week in a particular position and is described in terms of a percentage. <b>Example:</b> 100.00

34. Click  (Enter) to validate the information.

35. Click  (Save) to save.

### Subtypes for infotype "Education" (1) 12 Entries Found

EE	Educ. est. text
01	High School or GED
02	Voc School w/o HS
03	Voc. or Bus. School
04	Some College-2Qtrs+
05	AA Degree
06	Col Grad 4 Yr Degree
07	Some Grad Work
08	MA/MS/MSW Degree
09	Other Master Degree
10	PHD, LLD, MD, JD
11	Less Than HS Grad
12	Unknown



12 Entries Found

36. Click the appropriate education level.

37. Click  (Copy) to accept.

## Copy Education (0022)

The screenshot shows the SAP 'Copy Education (0022)' form. At the top, there is a menu bar with 'Infotype', 'Edit', 'Goto', 'Extras', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main form area is divided into two sections. The top section contains personnel data: Personnel No. 20000411, Name Smith Raymond, PersArea 1110, Dept of Personnel, EEGroup 0, Permanent, PSubarea 0001, Non Represented, EESubgroup 00, Exception Hourly, Status Active, Start 09/04/1965, and End 06/10/1970. The bottom section contains educational details: Educational est. 06, Col Grad 4 Yr Degree, Education/training Public Administration, Institute/location University of Colorado, Country Key USA, and Certificate 25, Not Applicable.

38. Make changes as required.
39. Click  (Enter) to validate the information.
40. Click  (Save) to save.

## Copy Date Specifications (0041)

Date type	Date	Date type	Date
01 Anniversary Date	10/30/2004	02 Appointment Date	10/30/2004
03 Original Hire Date	10/30/2004	05 Seniority Date	10/30/2004
06 Separation Eff. Date	01/15/2005	07 Unbroken Svc. Date	10/30/2004
18 Prsnl HolidayElgblty	10/30/2004		



The *Prsnl Holiday/Elgblty* (Personal Holiday Eligibility) is the date an employee is eligible to take a personal holiday.

The *Prsnl Holiday/Elgblty* will default to the new hire date. If the employee is not eligible to take a personnel holiday when they start employment, you will need to change the date to when they are eligible.

In HRMS, there are a limited number of date types to enter into Date Specifications. You are limited to 12 date types for each record.

**41.** Create the date type for *Vac Lv Frozen Up To*.

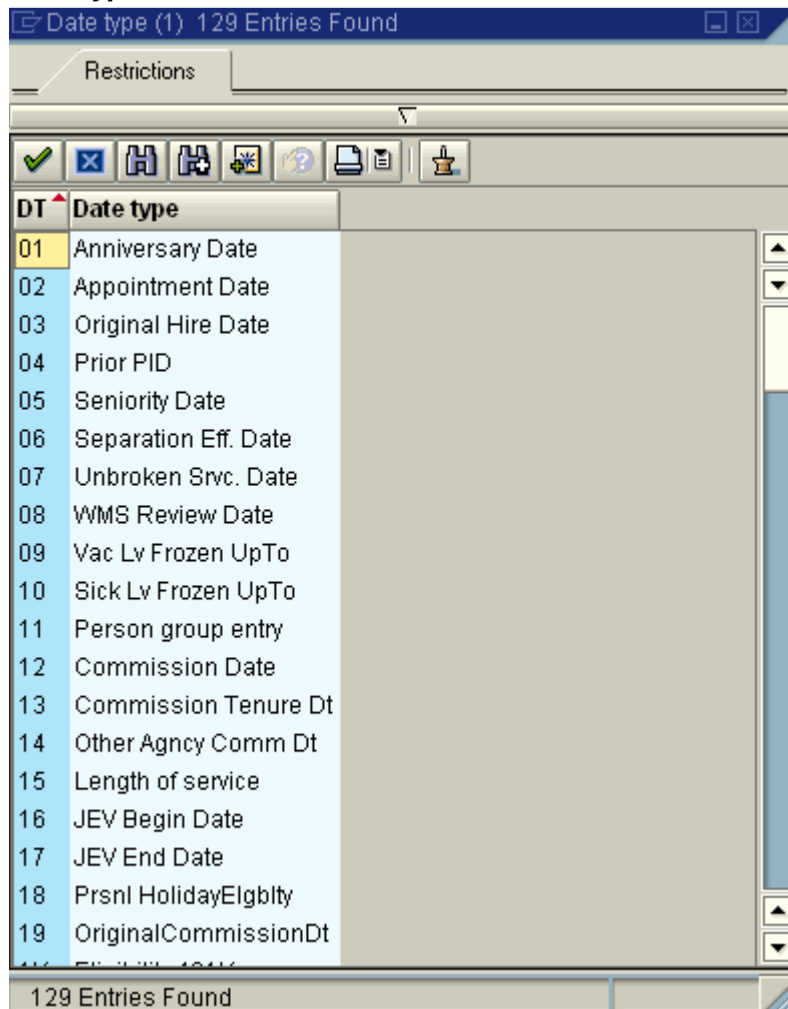
This is the date the employee will be eligible to take vacation leave. It is date type 09.



**42.** Remove the last *Separation Eff. Date* (Data Type 06).

A new date will be created when the employee has separated from the agency.

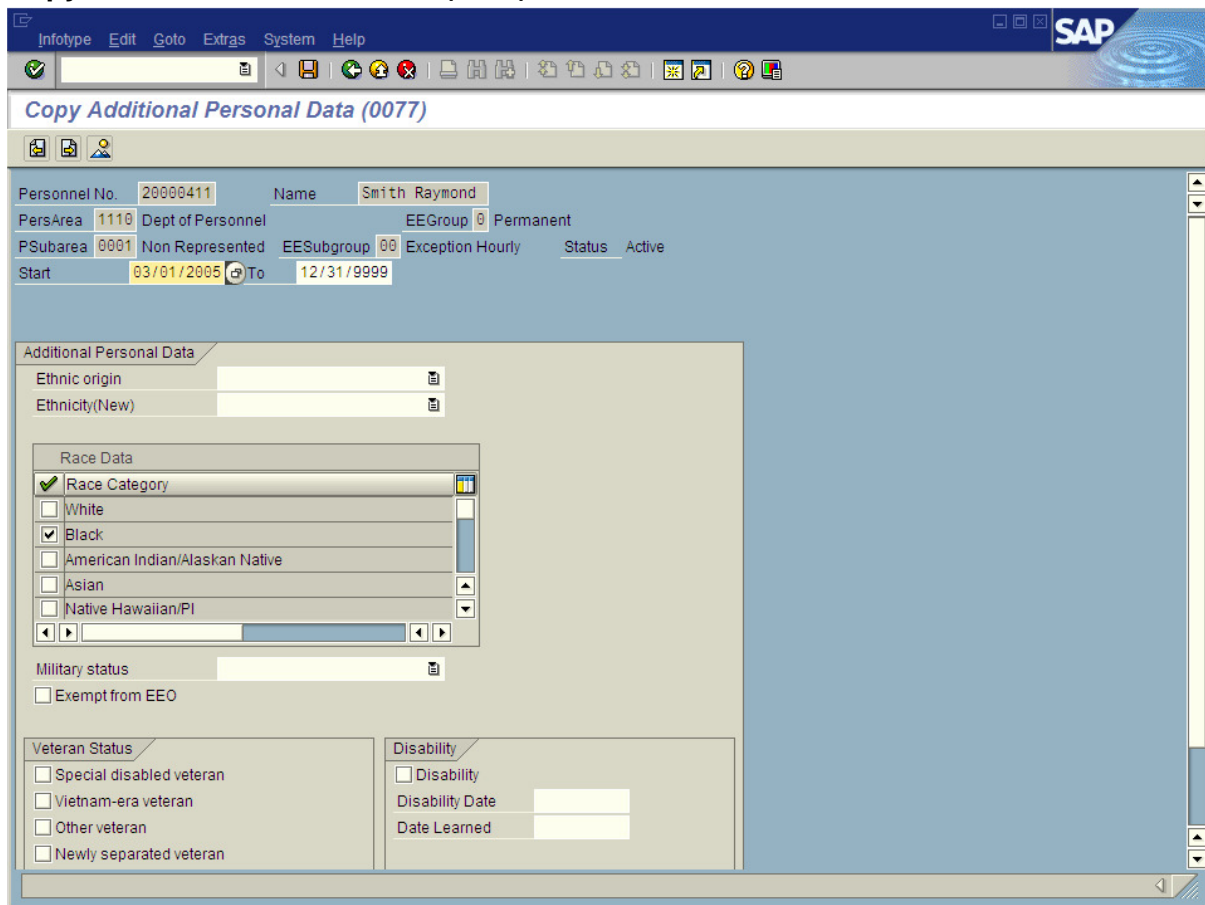
**43.** Click in the Date type field to select the match code.

## Date type



44. Double click **09 Vac Lv Frozen UpTo**.
45. Make other changes to the Date Specifications as required, i.e, adjust the Anniversary Date.
46. Click  (Enter) to validate the information.
47. Click  (Save) to save.

## Copy Additional Personal Data (0077)





The screenshot shows the SAP 'Copy Additional Personal Data (0077)' transaction. The top bar includes the SAP logo and menu options like Infotype, Edit, Goto, Extras, System, and Help. Below the title bar, there's a toolbar with various icons. The main data area contains the following fields:

Personnel No.	20000411	Name	Smith Raymond
PersArea	1110	Dept of Personnel	EEGroup 0 Permanent
PSubarea	0001	Non Represented	EESubgroup 00 Exception Hourly Status Active
Start	03/01/2005	To	12/31/9999


Below this, there's a section for 'Additional Personal Data' with several sub-sections:

- Ethnic origin:** A text field with a dropdown arrow.
- Ethnicity(New):** A text field with a dropdown arrow.
- Race Data:** A list box with the following options:
  - ☒ Race Category
  - ☐ White
  - ☒ Black
  - ☐ American Indian/Alaskan Native
  - ☐ Asian
  - ☐ Native Hawaiian/PI
- Military status:** A text field with a dropdown arrow.
- ☐ Exempt from EEO
- Veteran Status:** A list box with the following options:
  - ☐ Special disabled veteran
  - ☐ Vietnam-era veteran
  - ☐ Other veteran
  - ☐ Newly separated veteran
- Disability:** A list box with the following options:
  - ☐ Disability
  - Disability Date: [Text Field]
  - Date Learned: [Text Field]

48. Make changes as required.
49. Click  (Enter) to validate the information.
50. Click  (Save) to save.


## Create Basic Pay (0008)

51. Complete the following fields:

Field Name	R/O/C	Description
Reason	R	The reason for this pay record. <b>Example:</b> Initial Appointment
Next Increase	C	The date of the employee's next pay increase.  If you leave the date blank, the employee will not receive a pay increase. <b>Example:</b> 01/25/05
Level	C	The pay scale level (A – K). Level A will default in. If the employee is at a higher level change it here. <b>Example:</b> A




## Create Basic Pay (0008)

52. Click  (Enter) to validate the information.

53. Click  (Save) to save.



For the **Personnel Administration Processor**, this will mark the end of the New Hire action. After saving, click  to exit the action and transfer the New Hire Information Packet to the **Payroll Processor** who will complete the action.

## Personnel Actions

Personnel no.


From

Action Type	Personn...	EE group	EE subg...
New Hire			
Change of Status			
Concurrent Employment			
Appointment Change			
Quick Hire			
Rehire - Quick Hire			
Separation			
Rehire			
Paid Leave of Absence			
Unpaid Leave of Absence			
Return from Leave of Absence			
Group 2 to 1 New Hire/Tnsfr			
Group 2 to 1 Rehire/Transfer			
Group 1 to 2 Sep/Tnfrs			
Conversion Correction			

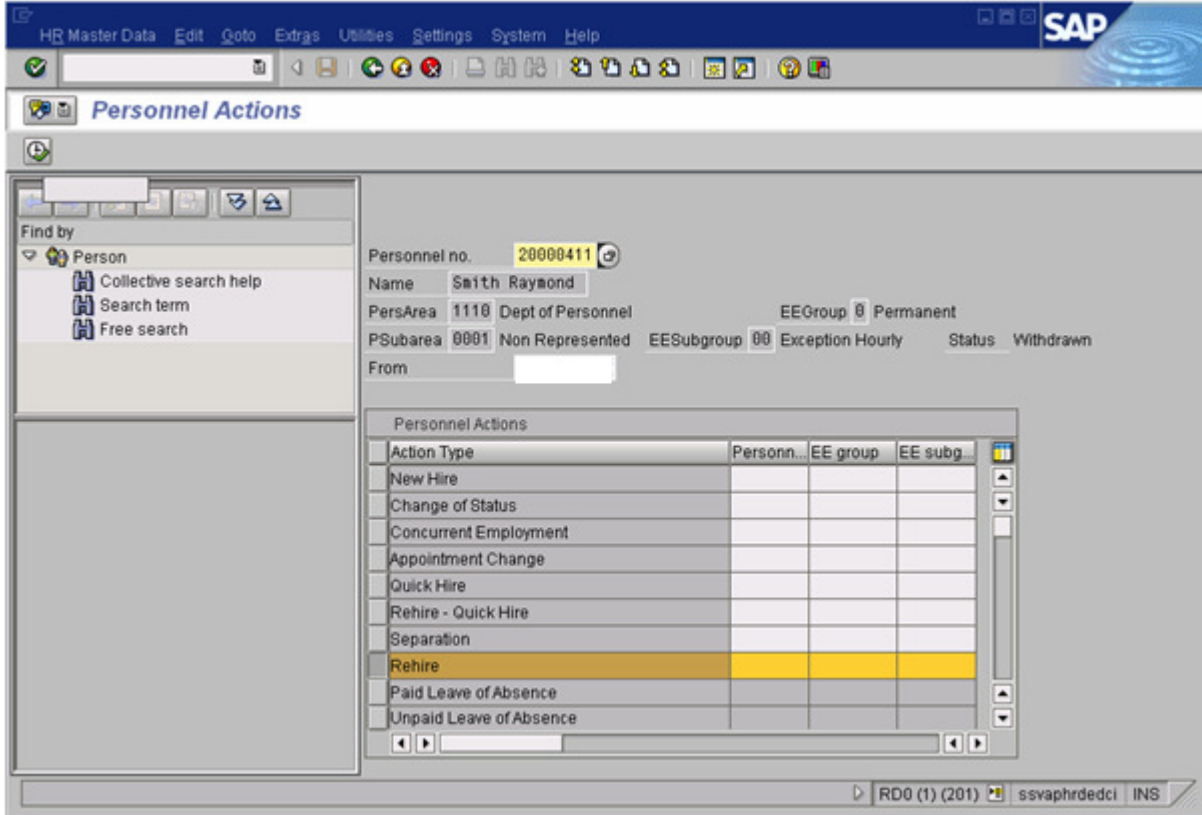
54. Enter the employee's personnel number.



**Payroll Processor** –Do not put a “From” date in the field prior to executing the transaction. If you entered a “From” date click (Back) and delete the date and then click (Execute).


55. Click  (Enter) to validate the information.

## Personnel Actions



The screenshot shows the SAP Personnel Actions transaction. The top menu bar includes 'HR Master Data', 'Edit', 'Goto', 'Extras', 'Utilities', 'Settings', 'System', and 'Help'. The title bar reads 'Personnel Actions'. On the left, a 'Find by' sidebar shows 'Person' selected, with options for 'Collective search help', 'Search term', and 'Free search'. The main area contains search criteria: Personnel no. 20000411, Name Smith Raymond, PersArea 1110, Dept of Personnel, EEGroup 0 Permanent, PSubarea 0001 Non Represented, EESubgroup 00, Exception Hourly, and Status Withdrawn. Below this is a table titled 'Personnel Actions' with columns 'Action Type', 'Personn...', 'EE group', and 'EE subg...'. The 'Rehire' row is highlighted in yellow. The bottom status bar shows 'RD0 (1) (201)' and 'ssvaphrdedci INS'.

Action Type	Personn...	EE group	EE subg...
New Hire			
Change of Status			
Concurrent Employment			
Appointment Change			
Quick Hire			
Rehire - Quick Hire			
Separation			
<b>Rehire</b>			
Paid Leave of Absence			
Unpaid Leave of Absence			

56. Click  (Execute) to start the transaction.

## Actions (0000)

Infotype Edit Goto Extras System Help

**Copy Actions (0000)**

Execute info group Change info group

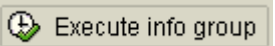

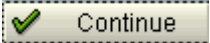



Pers.No. 20000411  
Name Smith Raymond  
PersArea 1110 Dept of Personnel EEGroup 0 Permanent  
PSubarea 0001 Non Represented EESubgroup 00 Exception Hourly Status Withdrawn  
Start 03/01/2005 to 12/31/9999

Personnel action  
Action Type Rehire  
Reason for Action 02

Status  
Employment Active

Organizational assignment  
Position 60166031 HR Compensation Analyst H  
Personnel area 1110 Dept of Personnel  
Employee group 0 Permanent  
Employee subgroup 00 Exception Hourly

Additional actions  
Start Date Act Action type ActR Reason for acti

57. Click .
58. An information pop up box will appear informing you that "This entry will delete a record." Click  (Enter) to continue.
59. An Execute info group pop up box will appear informing you that "Warning: Personnel action infotype not saved with 'execute info group' function!" Click .
-  The **Personnel Processor** has already saved this infotype so it is ok to continue.
60. Click  (Next Record) until you reach Subtypes for Infotype Education click the **X** in the right hand corner of the box to by-pass this infotype. Continue to click  (Next Record) until reach *Create Bank Details* Infotype (0009).

## Create Bank Details (0009)

Personnel No. 20000411 Name Smith Raymond

PersArea 1110 Dept of Personnel EEGroup 0 Permanent

PSubarea 0001 Non Represented EESubgroup 00 Exception Hourly Status Active

Start 03/01/2005 to 12/31/9999

**Bank details**

Bank Details Type Main bank

Payee Smith Raymond

Postal code / city 98503 Olympia

Bank Country USA

Bank Key


Bank Account Number Bank control key

Payment method C Warrants

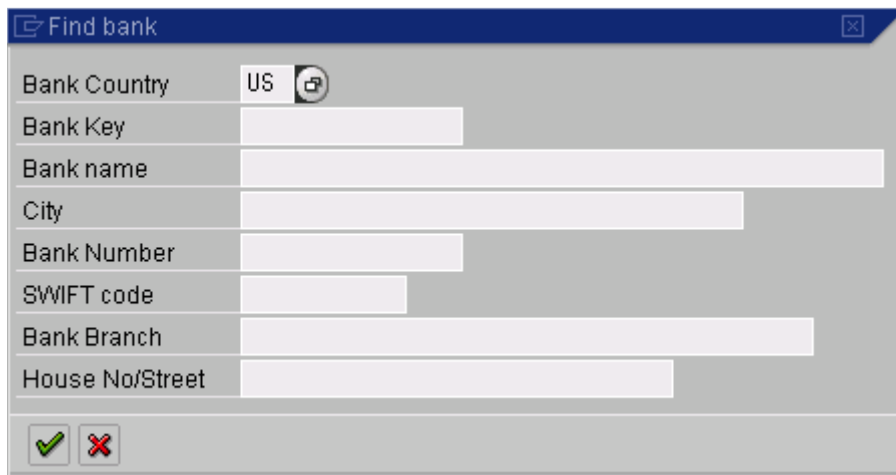
Purpose

Payment currency USD

Record created RD0 (1) (201) ssvaphrdedci INS


61. In the Bank Key field, click  (Matchcode) to open the Find Bank window.

## Find bank



**61.1** To search for a bank by name: in the **Find bank** window, in the **Bank name** field, type a portion of the bank name, followed by an asterisk (\*) – for example, Washington\*.

To search by city, in the **Find bank** window, in the **City** field, type an asterisk (\*), a portion of the city name, followed by another asterisk (\*) – for example, \*Olympia\*.

**61.2** Click  (Continue) to accept and display a list of banks matching the criteria.

**Title: Re-Hire Action**  
**Processes :**  
**Sub-Processes :**

HRMS Training Documents

## Bank Data (1) 138 Entries Found

Bank Data (1) 138 Entries Found						
Restrictions						
Ct...	Bank Key	Name of bank	House number and street	City	Bank Branch	SWIFT co
US	054001699	WASHINGTONFIRST BANK	1500 K ST NW	20005 WASHINGTON		
US	061092387	WASHINGTON MUTUAL BANK, FA	6601 ROSWELL RD NE	30328 ATLANTA	ABERNATHY SQUARE	
US	064201832	WASHINGTON COUNTY BANK	3111 BROWNS MILL RD	37604 JOHNSON CITY	WAL-MART	
US	065202461	WASHINGTON STATE BANK	103 N MAIN ST	70589 WASHINGTON		
US	065204391	WASHINGTON STATE BANK	238 UNION ST	70512 ARNAUDVILLE	ARNAUDVILLE	
US	071074528	WASHINGTON MUTUAL BANK, FA	2757 PFINGSTEN RD	60025 GLENVIEW	GLENVIEW-PLAZA DEL PRADO	
US	071122276	WASHINGTON STATE BANK	CHERRY TREE CTR	61571 WASHINGTON		
US	073902216	WASHINGTON STATE BANK	303 WASHINGTON	52353 WASHINGTON	MOTOR BANK	
US	096016985	WASHINGTON COUNTY BANK, NA	990 HELENA AVE NORTH	55128 OAKDALE		
US	104901856	WASHINGTON COUNTY BANK	303 S 13TH ST	68061 TEKAMAH		
US	104913161	WASHINGTON COUNTY BANK	303 S 13TH ST	68061 TEKAMAH		
US	104914089	WASHINGTON COUNTY BANK	303 S 13TH ST	68061 TEKAMAH		
US	107089555	WASHINGTON MUTUAL BANK, FA	1600 CALIFORNIA ST STE 4	80202 DENVER	16TH STREET MALL	
US	111016938	WASHINGTON MUTUAL BANK, FA	8144 WALNUT HILL LN, STE 180	75231 DALLAS		
US	111993776	WASHINGTON MUTUAL BANK, FA	1900 PRESTON RD, STE 111	75093 PLANO	PRESTON PARK	
US	112315379	WASHINGTON MUTUAL BANK, FA	400 E MAIN ST	95296 STOCKTON		
US	113193723	WASHINGTON MUTUAL BANK, FA	201 W JACKSON ST	77437 EL CAMPO	EL CAMPO	
US	116310956	WASHINGTON MUTUAL BANK, FA	400 E MAIN ST	95296 STOCKTON		
US	122240463	WASHINGTON MUTUAL BANK	1201 3RD AVE	98101 SEATTLE		WMSBUS
US	122286935	WASHINGTON MUTUAL BANK, FA	400 E MAIN ST	95296 STOCKTON		
US	123103554	WASHINGTON TRUST BANK	218 LAKESIDE AVE	83814 COEUR D'ALENE	COEUR D'ALENE	
US	123204550	WASHINGTON MUTUAL BANK	110 HAWTHORNE AVE SE	97301 SALEM	HAWTHORNE & STATE	
US	123205070	WASHINGTON MUTUAL BANK	1201 3RD AVE	98101 SEATTLE		WMSBUS
US	123206037	WASHINGTON MUTUAL BANK	1201 3RD AVE	98101 SEATTLE		WMSBUS
US	123271978	WASHINGTON MUTUAL BANK, F.S.B.	5664 S 900 EAST, STE 6	84121 MURRAY	MURRAY-9TH STREET MARKET PLACE	
US	123900087	WASHINGTON TRUST BANK	717 W SPRAGUE AVE	99201 SPOKANE		WTBAUS6
US	125008165	WASHINGTON FIRST INTL BANK	9709 3RD AVE NE	98115 SEATTLE		WFIBUS6
US	125100089	WASHINGTON TRUST BANK	12 BASIN NW	98823 EPHRATA	EPHRATA	
US	125105068	WASHINGTON TRUST BANK	717 W SPRAGUE AVE	99201 SPOKANE		
US	125108078	WASHINGTON MUTUAL BANK	11225 SE 6TH	98004 BELLEVUE	BELLEVUE	

**61.1** Click the appropriate bank.

**61.2** Click  (Copy) to accept.

State of Washington HRMS



**File name:** REHIRE\_ACTION.DOC  
**Reference Number:**

**Version:** SME Approved Script  
**Last Modified:** 5/21/2007 1:42:00 PM

**SAP Parent**  
**Page 31 / 53**

## Create Bank Details (0009)

**62.** Complete the following fields:

Field Name	R/O/C	Description
Bank Account Number	O	The employee's bank account number.  Leave blank for a Warrants payment method. <b>Example:</b> 325497879
Bank control key	O	The type of bank account - for example, savings or checking.  Enter 01 for Checking or 02 for Savings. Do not leave this field blank <b>Example:</b> 02
Payment method	R	The manner in which an employee is compensated, either by warrant or direct deposit. <b>Example:</b> C = Warrant; D = Bank Transfer (ACH)

**62.1** In the **Payment method** field, click  (Matchcode) to open the selection list.



### Payment Method (1) 2 Entries Found

Payment Method (1) 2 Entries Found

Restrictions

PM Text

C	Warrants
D	Bank transfer (ACH)


2 Entries Found

**62.2** Click to select the appropriate payment method.

**62.3** Click  (Copy) to accept.

## Create Bank Details (0009)

The screenshot shows the SAP 'Change Bank Details (0009)' transaction. The top bar includes the SAP logo and menu options like Infotype, Edit, Goto, Extras, System, and Help. The title bar reads 'Change Bank Details (0009)'. On the left, a 'Find by' sidebar lists search options: Person, Collective search help, Search term, and Free search. The main area contains fields for personnel data: Personnel No. 20000411, Name Smith Raymond, PersArea 1110, Dept of Personnel, EEGGroup 0, Permanent, PSubarea 0001, Non Represented, EESubgroup 00, Exception Hourly, Status Active, Start 03/01/2005, End 12/31/9999, and Chng 04/25/2005 KATHYH. Below this is a 'Bank details' section with fields: Bank Details Type (Main bank), Payee (Smith Raymond), Postal code / city (98503 Olympia), Bank Country (USA), Bank Key (325101028 WASHINGTON STATE EMPL CU), Bank Account Number (1589654521), Bank control key (01), Payment method (D Bank transfer (ACH)), Purpose, and Payment currency (USD). The bottom status bar shows 'RD0 (2) (201)' and user 'ssvaphrdedcl INS'.


63. Click  (Enter) to validate the information.


64. Click  (Save) to save.

## Create Recurring Payments/Deductions (0014)

65. If there will be recurring deductions, complete the following fields:

Field Name	R/O/C	Description
Start	R	The start date for the payment/deduction.
Wage type	R	The type of payment or deduction.
Amount	R	The amount of the payment/deduction.
Payment model	R	The payment schedule for the payment/deduction – the pay period and the amount. <b>Example:</b> Every Pay Period – Half Amount

66. Click  (Enter) to validate the information.

67. Click  (Save) to save.

## Create Withholding Info W4/W5 US (0210)

Personnel No. 20000411 Name Smith Raymond

PersArea 1110 Dept of Personnel EEGroup 0 Permanent

PSubarea 0001 Non Represented EESubgroup 00 Exception Hourly Status Active

Start 03/01/2005 to 12/31/9999

Status

Tax authority FED Federal Tax level A Federal

Filing Status ☒

Exemptions

Allowances

Tax Exempt Indicator ☐ IRS mandates

Withholding adjustments

Add withholding USD

Default formula 1 PERCENTAGE M... Alternative formula

W-5 filing status

EIC status

Overrides (from Infotype 0234)

RD0 (1) (201) ssvaphrdedci INS

68. In the **Filing Status** field, click  (Matchcode) to open the selection list.



## Create Withholding Info W4/W5 US (0210)

**Create Withholding Info W4/W5 US (0210)**

Personnel No. 20000411 Name Smith Raymond

PersArea 1110 Dept of Personnel EEGroup 0 Permanent

PSubarea 0001 Non Represented EESubgroup 00 Exception Hourly Status Active

Start 03/01/2005 to 12/31/9999

**Status**

Tax authority FED Federal Tax level A Federal

Filing Status 02

**Exemptions**

Allowances

Tax Exempt Indicator ☐ IRS mandates

**Withholding adjustments**

Add withholding USD

Default formula 1 PERCENTAGE M... Alternative formula

**W-5 filing status**


EIC status

Overrides (from Infotype 0234)

RD0 (1) (201) ssvaphrdedci INS

71. Complete the following field:

Field Name	R/O/C	Description
Allowances	O	The number of allowances the employee is claiming. <b>Example:</b> 2


72. Click  (Enter) to validate the information.

73. Click  (Save) to save.

## Create Add. Withh. Info. US (0234)


74. Complete the following fields:

Field Name	R/O/C	Description
Empl. override group	R	This is the Worker's Compensation code that an employee holds for a particular job. <b>Example:</b> 0034

75. Click  (Enter) to validate the information.

76. Click  (Save) to save.



For the **Payroll Processor**, this will mark the end of the New Hire action. After saving, click  to exit the action and transfer the New Hire Information Packet to the **Benefits Processor** who will complete the action.

## Personnel Actions

Personnel no.

From


Action Type	Personn...	EE group	EE subg...
New Hire			
Change of Status			
Concurrent Employment			
Appointment Change			
Quick Hire			
Rehire - Quick Hire			
Separation			
Rehire			
Paid Leave of Absence			
Unpaid Leave of Absence			
Return from Leave of Absence			
Group 2 to 1 New Hire/Tnstr			
Group 2 to 1 Rehire/Transfer			
Group 1 to 2 Sep/Tnfrs			
Conversion Correction			

77. Enter the employee's personnel number.

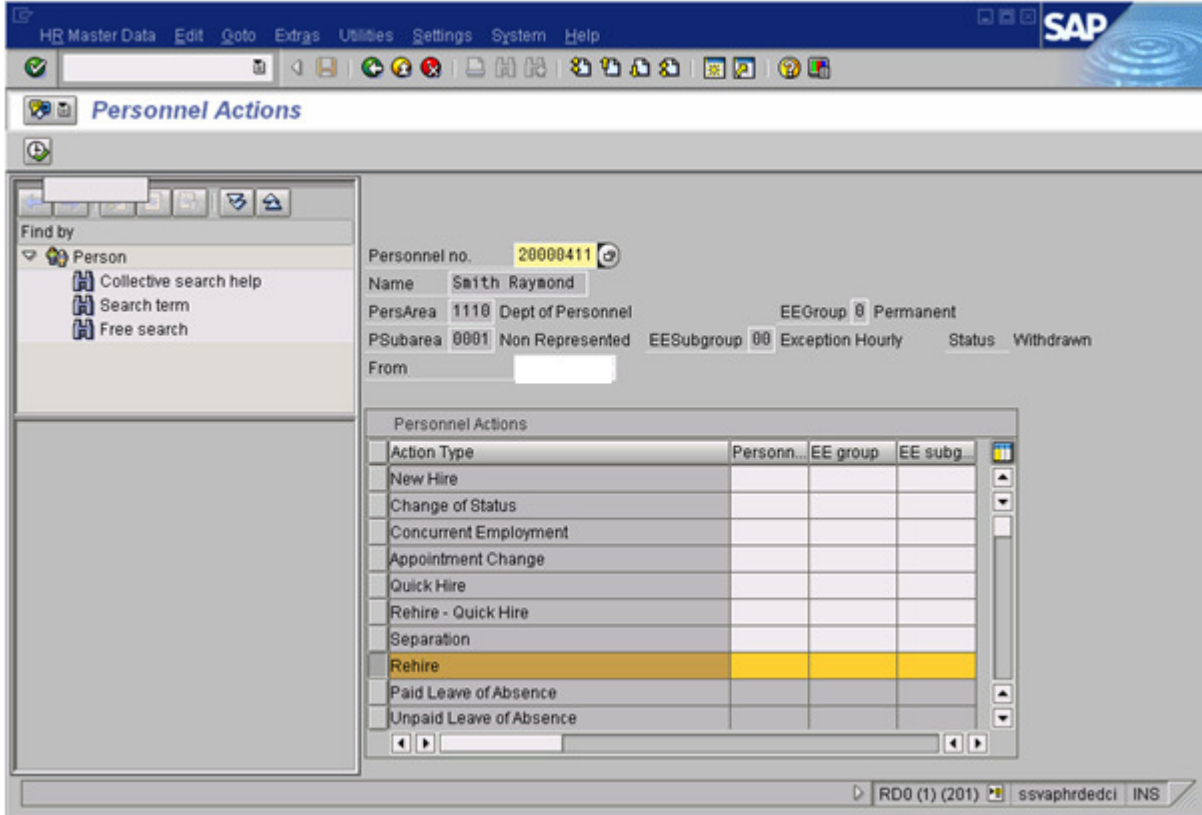


**Benefits Processor** –Do not put a “From” date in the field prior to executing the transaction. If you entered a “From” date click (Back) and delete the date and then click (Execute).




78. Click  (Enter) to validate the information.

## Personnel Actions



The screenshot shows the SAP Personnel Actions transaction. The top menu bar includes 'HR Master Data', 'Edit', 'Goto', 'Extras', 'Utilities', 'Settings', 'System', and 'Help'. The title bar reads 'Personnel Actions'. On the left, a 'Find by' sidebar shows 'Person' selected, with options for 'Collective search help', 'Search term', and 'Free search'. The main area contains search criteria: Personnel no. 20000411, Name Smith Raymond, PersArea 1110, Dept of Personnel, EEGroup 8 Permanent, PSubarea 0001, Non Represented, EESubgroup 00, Exception Hourly, and Status Withdrawn. Below this is a table titled 'Personnel Actions' with columns 'Action Type', 'Personn...', 'EE group', and 'EE subg...'. The 'Rehire' row is highlighted in yellow. The bottom status bar shows 'RD0 (1) (201)' and 'ssvaphrdedci INS'.

Action Type	Personn...	EE group	EE subg...
New Hire			
Change of Status			
Concurrent Employment			
Appointment Change			
Quick Hire			
Rehire - Quick Hire			
Separation			
Rehire			
Paid Leave of Absence			
Unpaid Leave of Absence			

79. Click  (Execute) to start the transaction.

## Actions (0000)

Infotype Edit Goto Extras System Help

**Copy Actions (0000)**

Execute info group Change info group

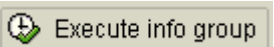


Pers.No. 20000411  
Name Smith Raymond  
PersArea 1110 Dept of Personnel EEGroup 0 Permanent  
PSubarea 0001 Non Represented EESubgroup 00 Exception Hourly Status Withdrawn  
Start 03/01/2005 to 12/31/9999

Personnel action  
Action Type Rehire  
Reason for Action 02

Status  
Employment Active



Organizational assignment  
Position 60166031 HR Compensation Analyst H  
Personnel area 1110 Dept of Personnel  
Employee group 0 Permanent  
Employee subgroup 00 Exception Hourly

Additional actions  
Start Date Act Action type ActR Reason for acti

80. Click .
81. An information pop up box will appear informing you that "This entry will delete a record." Click  (Enter) to continue.
82. An Execute info group pop up box will appear informing you that "Warning: Personnel action infotype not saved with 'execute info group' function!" Click .



The **Personnel Processor** has already saved this infotype so it is ok to continue.

83. Click  (Next Record) until you reach Subtypes for Infotype Education click the **X** in the right hand corner of the box to by-pass this infotype. Continue to click  (Next Record) until reach *Create General Benefits Information* Infotype (0171).

## Create General Benefits Information (0171)

Personnel No.	20000411	Name	Smith Raymond
PersArea	1110	Dept of Personnel	EEGroup 0 Permanent
PSubarea	0001	Non Represented	EESubgroup 00 Exception Hourly Status Active
Start	03/01/2005	to	12/31/9999

General Benefits Information	
Benefit area	US USA
1st Program Grouping	ELIG Eligible for Rtrmnt
2nd Program Grouping	01 State Employees

84. Make changes as required.




The **1<sup>st</sup> Program Grouping** defaults in as eligible. To verify that the position is eligible use transaction code **PO13D**, click the gray box to the left of *Acct Assignment Features* infotype. If there is an X in the box next to retirement eligible then the position is retirement eligible. If the box is blank the position is not retirement eligible.


The value in the **2<sup>nd</sup> Program Grouping** field defaults from appointment information in the *Organizational Assignment* infotype (0001).

You will have to change the **2<sup>nd</sup> Program Grouping** field if:

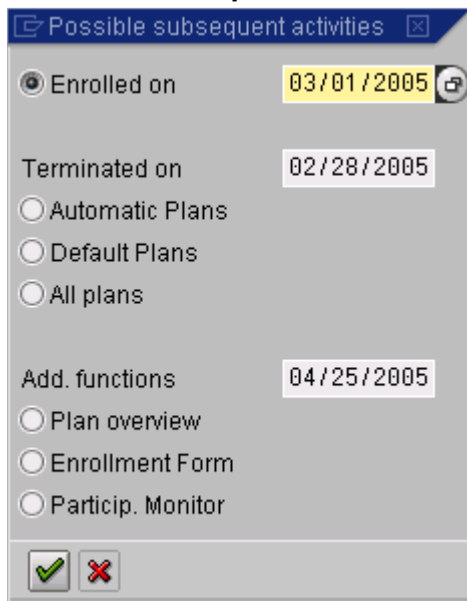
- An employee chooses a different plan.
- The Employee Type defaults to a code not consistent with the System/Plan set up at hiring time.
- An employee changes positions and wants to continue contributing to the System/Plan from his previous position rather than the one that defaults with the new position.

For a list of valid type codes for each retirement system, see [The Employer Handbook - Type Codes](#).

85. Click  (Enter) to validate the information.

86. Click  (Save) to save.

### Possible subsequent activities



**Possible subsequent activities** [X]

☒ Enrolled on 03/01/2005 [Calendar Icon]

Terminated on 02/28/2005

☐ Automatic Plans  
☐ Default Plans  
☐ All plans

Add. functions 04/25/2005

☐ Plan overview  
☐ Enrollment Form  
☐ Particip. Monitor

[Green Checkmark] [Red X]

87. Click  (Copy) to accept.

## Enrollment

The screenshot shows the SAP Enrollment interface. At the top, there's a menu bar with 'Enrollment', 'Edit', 'Goto', 'System', and 'Help'. Below it is a toolbar with various icons. The main area is titled 'Enrollment' and contains several sections:

- Direct selection / Selection set:** Includes fields for 'Personnel no.' (with a search icon) and 'ID number'. Below these is a 'Select' button with a magnifying glass icon.
- Enroll section:** Displays 'Name: Smith Raymond' and 'on: 03/01/2005'. There is an 'Overview' button with a person icon.
- Offer selection:** Contains buttons for 'Get offer', 'Print form', and 'Error list'. Below these is a table with two columns: 'Possible offers' and 'Enrollment period'. The table has one row: 'Anytime changes' with the period '01/01/1800 - 12/31/9999'.
- Pers. No. / Name list:** A table with two columns: 'Pers. No.' and 'Name'. It contains one entry: '20000411' and 'Smith Raymond'.
- Offer section:** A large empty box for displaying offer details.

At the bottom of the screen, there is a horizontal scrollbar.

88. Click  Get offer .

## Enrollment

The screenshot shows the SAP Enrollment transaction interface. The top menu bar includes 'Enrollment', 'Edit', 'Goto', 'System', and 'Help'. The SAP logo is in the top right corner. The main window is titled 'Enrollment' and contains several sections:

- Direct selection / Selection set:** Fields for 'Personnel no.' and 'ID number', and a 'Select' button.
- Enroll:** A section showing 'Name: Smith Raymond' and 'on: 03/01/2005', with an 'Overview' button.
- Offer selection:** Includes buttons for 'Get offer', 'Print form', and 'Error list'. Below is a table of 'Possible offers':

Possible offers	Enrollment period
Anytime changes	01/01/1800 - 12/31/9999
- Anytime changes:** A section with buttons for 'Enroll', 'Costs', 'Undo selection', and 'Error list'. It contains a table of enrollment details:

	Status	Validity period	Activity
401(a)			
PERS 2	+	03/01/2005 - 12/31/9999	
PERS 3 - Option 0		03/01/2005 - 12/31/9999	
PERS 3 - Rate 0 - Self		03/01/2005 - 12/31/9999	
PERS 3 - Rate 0 - WSIB		03/01/2005 - 12/31/9999	
PERS 3 - Option A		03/01/2005 - 12/31/9999	
PERS 3 - Rate A - Self		03/01/2005 - 12/31/9999	
PERS 3 - Rate A - WSIB		03/01/2005 - 12/31/9999	

The bottom status bar shows 'RD0 (1) (201)' and the user 'ssvaphrdedci'.

89. Click the appropriate Savings Plan.




By using the **PA40** transaction code, HRMS will identify all plans that the employee is eligible to participate in.



For a new PERS 2 employee, upon completion of the enrollment processor, immediately update the Plan choice code on the *Savings Plan* (0169) infotype to place the employee on the 70-day/90-day default report. See OLQR procedure, [Retirement Plan Choice Code 90 day period \(New Hire\)](#).

## Maintain Savings Plan



Pers.No.	20000411	Smith Raymond
Plan	PERS 3 - Option A	
Start	03/01/2005	- 12/31/9999

☐ Stop participation in period


Contribution regular


Pre-tax contribution Semi-monthly

Amount	0.00	USD	<input type="checkbox"/> Pre-Tax Rollove
Percentage			
Units	0	X	0.00 USD




Post-tax contribution Semi-monthly

Amount	0.00	USD	<input type="checkbox"/> Start Pst-Tax I
Percentage	0.00		
Units	0	X	0.00 USD

 Accept



90. Complete the following fields:

Field Name	R/O/C	Description
Percentage	R	<p>This is a field used to store a percentage amount for the retirement deduction.</p> <p> <b>Do not leave the percentage field blank or HRMS will not take any deductions for retirement.</b></p> <p> If you do not know the correct plan contribution percentage, HRMS can prompt you. Click in the percentage field and enter any number (example: 2) and press the enter button on your keyboard. You will receive an  Error message in the status bar telling you what the correct contribution percentage is for the selected plan.</p> <p><b>Example:</b>      2.25</p>


91. Click  .



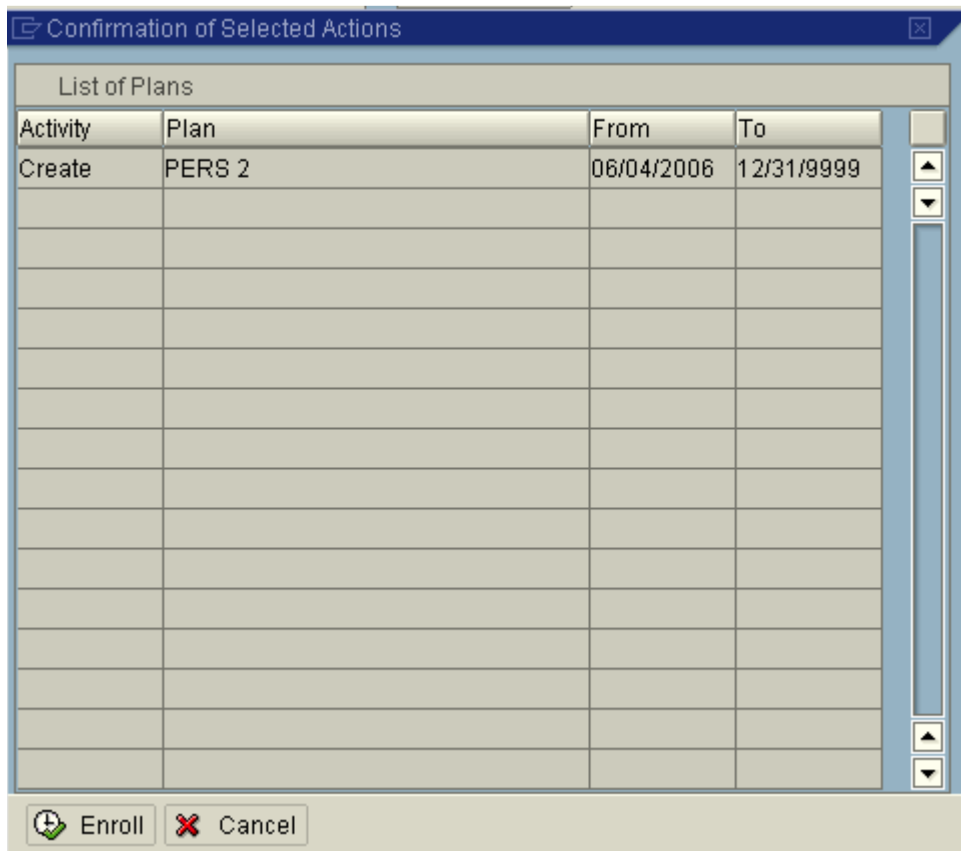
## Enrollment

The screenshot shows the HRMS Enrollment interface. On the left, there are input fields for 'Personnel no.' and 'ID number', and a 'Select' button. Below these is a list of personnel records with columns 'Pers.No.' and 'Name'. The record '20001064 Smith Sallie S' is highlighted. On the right, the 'Enroll' section shows the name 'Smith Raymond' and the date '06/04/2006'. Below this is the 'Offer selection' section with buttons for 'Get offer', 'Print form', 'General Notice', and 'Error list'. A table shows 'Possible offers' and 'Enrollment period'. The 'Retirement Enrollmnt' offer is selected with a period of '01/01/1800 - 12/31/9999'. At the bottom right, the 'Retirement Enrollmnt' section shows a detailed list of retirement options with columns for 'Status', 'Validity period', and 'Activity'.



Status	Validity period	Activity
401(a)		
PERS 2	06/04/2006 - 12/31/9999	✓
PERS 3 - Option 0	06/04/2006 - 12/31/9999	
PERS 3 - Rate A - Self	06/04/2006 - 12/31/9999	
PERS 3 - Rate A - WSIB	06/04/2006 - 12/31/9999	
PERS 3 - Rate B - Self	06/04/2006 - 12/31/9999	
PERS 3 - Rate B - WSIB	06/04/2006 - 12/31/9999	
PERS 3 - Rate C - Self	06/04/2006 - 12/31/9999	
PERS 3 - Rate C - WSIB	06/04/2006 - 12/31/9999	
PERS 3 - Rate D - Self	06/04/2006 - 12/31/9999	
PERS 3 - Rate D - WSIB	06/04/2006 - 12/31/9999	
PERS 3 - Rate E - Self	06/04/2006 - 12/31/9999	
PERS 3 - Rate E - WSIB	06/04/2006 - 12/31/9999	
PERS 3 - Rate F - Self	06/04/2006 - 12/31/9999	
PERS 3 - Rate F - WSIB	06/04/2006 - 12/31/9999	

92. Click  **Enroll**.

## Confirmation of Selected Actions

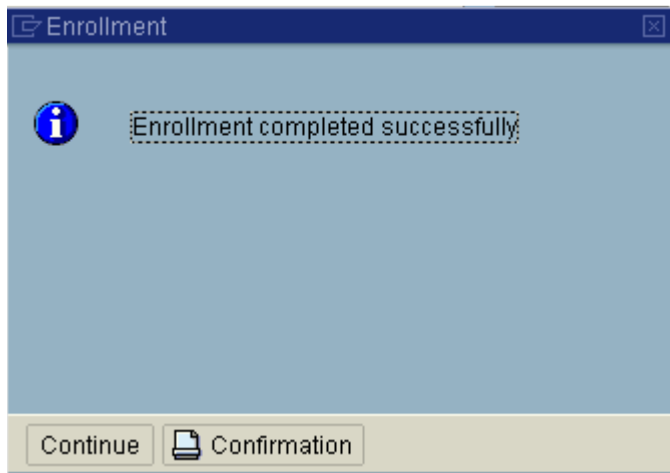


Activity	Plan	From	To
Create	PERS 2	06/04/2006	12/31/9999

 Enroll  Cancel

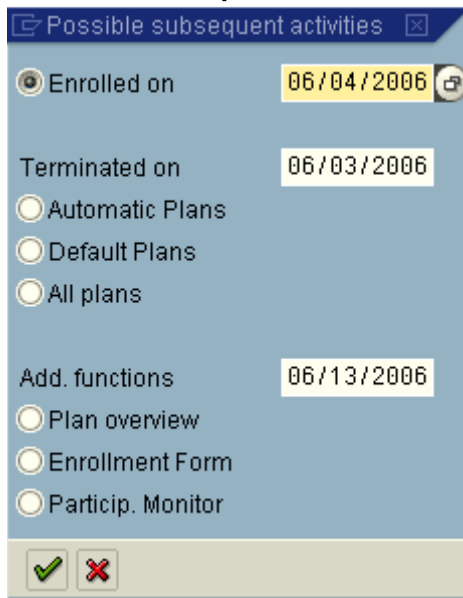
93. Click  Enroll .



## Enrollment



94. Click  to continue or click  to print confirmation.



## Possible subsequent activities



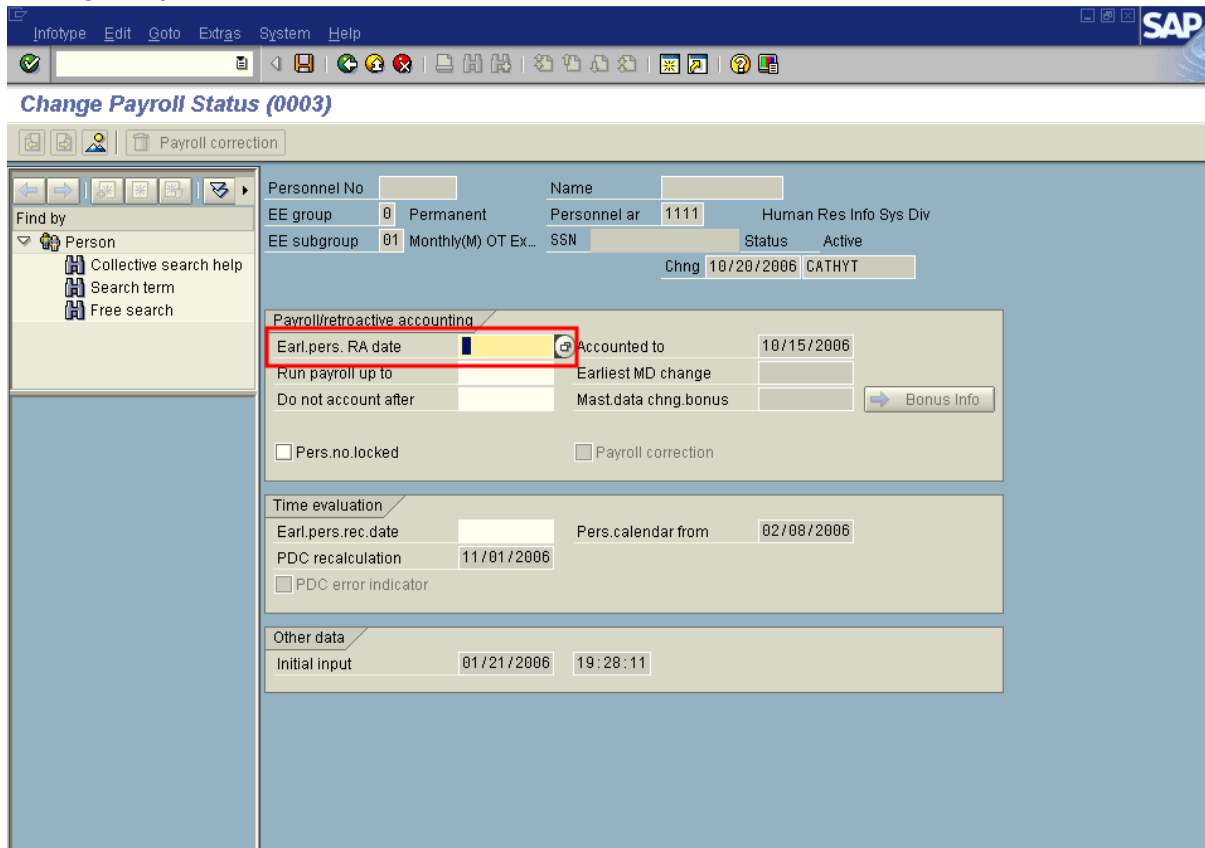
95. Click  to cancel.
96. Click  to return to the previous screen. The following screen displays:



When the Re-hire action is complete, the **Payroll Processor** will need to update **Payroll Status (0003)**. In order to prevent HRMS from performing any retro calculations into the inactive period for the employee, the **Earl per RA date** needs to be updated to the first day of the pay period of the new hire.


97. Enter /nPA30 in the command field
98. Click the gray box to the left of **Payroll Status**  to select.
99. Click  (Change) to change the record.


### Change Payroll Status (0003)




The screenshot displays the SAP 'Change Payroll Status (0003)' transaction. The interface includes a top menu bar with 'Infotype', 'Edit', 'Goto', 'Extras', 'System', and 'Help'. Below the menu is a toolbar with various icons. The left-hand pane shows a search bar and a list of search options: 'Person', 'Collective search help', 'Search term', and 'Free search'. The main area is titled 'Change Payroll Status (0003)' and contains several data entry fields. The 'Payroll/retroactive accounting' section is highlighted, and the 'Earl.pers. RA date' field is circled in red. Other fields include 'Accounted to' (10/15/2006), 'Run payroll up to', 'Do not account after', 'Earliest MD change', 'Mast.data chng.bonus', 'Pers.no.locked', 'Payroll correction', 'Time evaluation', 'Earl.pers.rec.date', 'PDC recalculation' (11/01/2006), 'PDC error indicator', 'Other data', and 'Initial input' (01/21/2006, 19:28:11).

**100.** Complete the following fields:

Field Name	R/O/C	Description
Earl. Pers. RA Date	R	<p>Earliest Personnel Retro Active Date: Defines the date in the payroll past up to which master and time data changes are allowed as well as the date up to which the system carries out retroactive accounting</p> <p> This date needs to be the first day of the pay period.</p> <p><b>Example:</b> An employee is hired on 3/10/2006, the date for the Earl. Pers. RA is 3/1/2006</p>

**101.** Click  (Enter) to validate the information.

**102.** Click  (Save) to save.

**103.** You have completed this transaction.

#### Result

You have rehired an employee.



If the employee is entitled to a personal holiday and has not used it this year, create a Personal Holiday quota type.

#### Result

You have rehired an employee.